

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070049-7

REPORTS INVENTORY						CONTROL NO. <div style="text-align: right;">017</div>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
25X1 Report of Activities - [REDACTED]						STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED <div style="text-align: center;">3</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Quarterly</div>				6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">2</div>	
7. FORMAT (memorandum, form computer print-out, etc) <div style="text-align: center;">Dispatch</div>		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES		IF YES GIVE ADP PROCESSING NO.		Director of Security	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
25X1 Security Officer, [REDACTED]				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-15	\$11.00	8		\$88.00	4		\$352.00
GS-07	3.89	4		15.56	4		62.24
							\$414.24
B. COSTS OF COMPUTER PRODUCED REPORTS							
N/A							
TOTAL COSTS PER YEAR						\$414.24	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>To keep the Director of Security apprised of the activities of Security Careerists detailed overseas to serve as security officers at overseas facilities. This reporting began in 1954 on a monthly basis and was recycled to a quarterly basis in November 1968.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS
						0	0
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
25X1 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070049-7 SA/DD/PTOS/OS				[REDACTED]	

25X1